



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278  
8/10/12

# Sign Permit Application

Sign -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ permit ☐ plan

**PLEASE NOTE - The following must be submitted with this application for permanent signs:**

- ☐ 2 sets of plans drawn to scale showing the location and dimensions of sign(s) and building or tenant space
- ☐ A scaled and dimensioned plot plan for ground signs showing sign location and any sight triangles
- ☐ An original, wet-stamped engineering drawing and calculations for all signs to be installed
- ☐ The owner of the business advertised must have a current business license or application submitted

**City Staff will check these items upon submittal – if any are not included, your application will be returned.**

## Sign Information

Name of Business: \_\_\_\_\_

**Exact** Address (not cross streets) of Business: \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_

<input checked="" type="checkbox"/> Permanent Sign – Type	Sign Value
<input type="checkbox"/> Freestanding (Pole)	\$
<input type="checkbox"/> Monument	
<input type="checkbox"/> Primary Wall	
<input type="checkbox"/> Secondary Wall	

<input checked="" type="checkbox"/> Temporary Sign Permit - Type
<input type="checkbox"/> 7-day Total used this year including this permit: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Grand Opening Dates: _____
<input checked="" type="checkbox"/> Newspaper Rack
<input type="checkbox"/> Single Publication <input type="checkbox"/> Multiple Publication

## Applicant Information

Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

State Sign Contractor License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Required inspections must be scheduled through the Sandy City Building Department at least 24 hours before sign or sign component is completed. **Failure to have the required inspections performed by Sandy City prior to sign completion may result in the following:**

- Re-inspection fee assessment
- Penalty Fee
- Minimum \$1,000 Cash Bond requirement before additional permits will be issued to your company
- Possible action against your state Contractor's License

*I have read the above information and am familiar with the laws governing the construction and installation of signs within Sandy City, Utah. A copy of the Sandy City Sign Ordinance is available upon request. I hereby certify that the above information and any attachments are true and accurate and the sign will be installed in conformity therewith and as shown on the approved plans.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY		Complete Plans inc. Engineering		Plans Routed to Building Department
	Date Filed:	Entered in EnerGov		Review Complete
	Assigned Planner:	Business License Review		Permit/Invoice Generated